

## **YORK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTING SUPERVISOR (ACCOUNTS PAYABLE & RECEIVABLE) FISCAL & ACCOUNTING SERVICES/F&MS**

#### **GENERAL STATEMENT OF JOB**

Responsible for the Accounts Receivable and Accounts Payable Section of Fiscal and Accounting Services. Responsible for handling the problems and exceptions to the routine operations. Oversees disbursement and accounting of federal, state and local funds. Supervises, assigns, directs and reviews the activities of staff involved in accounts payable and accounts receivable. Responsible for ensuring proper and timely payment on vendor accounts, inter-County billings, and various contracted services. Prepares associated accounting reports. Work is performed under general supervision.

#### **ESSENTIAL JOB FUNCTIONS**

Supervises, assigns, directs and reviews the activities of staff in accounts payable and accounts receivable; ensures that internal controls for accounts payable are adhered to; resolves the more difficult problems as they arise.

Works closely with departments, explaining procedures and answering questions related to accounts payable. Audits invoices, sends invoices to departments; enters amounts, meter readings, reading dates, and other payment information onto computerized spreadsheets. Coordinates and schedules processing of vendor payments, tax deposits, bond payments, employee expense reimbursements and travel advances; audits and reconciles discrepancies in the Call Accounting System (telephone charge-out system); corrects purchase orders by doing a data file utility in the mainframe computer system.

Reconciles vendor accounts and processes for payment, working with vendors and departments to settle any disputes, sends correspondence to vendors as necessary; performs data entry of invoices for payment; verifies accuracy of data entry; posts data on computerized accounting system; reconciles accounts payable accounts and encumbrances both quarterly, and at the end of each fiscal year; reconciles vouchers payable and travel advances to the general ledger; calculates retainage on contractor payments; reconciles retainage payable at year's end.

Receives Treasurer notifications of payments for accounts receivable accounts, and various other revenue; posts to subsidiary ledger.

Reconciles accounts receivable to the general ledger, or ensures that this is done by staff; reconciles and distributes 1099s, provides advice on tax exempt status; works closely with Social Services, School Board, and Colonial Services Board; provides support to the York County school accounts payable staff when requested.

Issues invoices for scales users, water purveyors, deputies at school events, etc. based on

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information provided by departments; records receivables by journal entry and posts to the subsidiary ledger; prepares journal entries to record corrections to expenditures, revenues, and accounts receivable.

Identifies problems with the mainframe computer system and works closely with Computer Support Services personnel to correct the problems.

Ensures that internal controls for both accounts payable and accounts receivable are in place and are adhered to at all times.

Performs accounts receivable functions and keeps track of unclaimed property for reporting to the State by the Treasurer's Office.

Monitors activities of the Board of Supervisors for changes to current agreements that the County is billing, or for new agreements that will require bills to be sent.

Performs special projects, working closely with Purchasing staff.

### **ADDITIONAL JOB FUNCTIONS**

Provides training and support to school division accounts payable staff.

Processes petty cash checks, and performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of accounts payable and accounts receivable practices and procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of personal computers, to include spreadsheet and word processing software.

Excellent written and oral communication skills.

Ability to use peripheral and personal computers with reasonable speed and accuracy.

### **EDUCATION AND EXPERIENCE**

An Associate's degree and 3 years of closely related experience, including supervisory experience, preferably in accounts payable; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office

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machines which includes a computer, typewriter, calculator, etc. Involves some walking to another building to pick up or deliver paperwork. Some stooping and bending when retrieving files. Several times a week, involves carrying boxes of envelopes, file folders, computer paper, and light weight office products. There is some pushing and pulling of file drawers, and work involves sitting most of the time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak. Includes giving instructions, assignments and/or directions to employees, assisting vendors and department employees, and receiving instructions, assignment and/or directions from supervisors.

**Language Ability:** Requires the ability to read invoices, requests for payment, vendors statements, purchase orders, contracts, etc. Requires the ability to prepare reports, logs, correspondence, etc., using proper format.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, or oral form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_